TOWN OF EAST WINDSOR
ASSESSOR'S OFFCE

MOTOR VEHICLE STANDARD FORMS OF PROOF

DMV Plate Receipts are no longer required. Taxation is on ownership of the vehicle - not registration.

**SUFFICIENT PROOF MUST BE SUPPLIED TO THE ASSESSOR'S OFFICE to obtain a correction
on the assessment of any motor vehicle that you own.**

ACCEPTABLE FORMS OF PROOF ARE ANY OF THE FOLLOWING THAT RELATES TO THE DISPOSITION OF THE VEHICLE.

a)   **A copy of the new owner's validated registration**

b)   **Bill of Sale** - the bill of sale is on the bottom of vehicle owner's registration form. Transfer information must be recorded on the back of the registration form before being submitted to DMV – therefore the seller's obligation is to provide a copy of the signed registration form (both sides).

> **Hand Written Bill of Sale** – must provide the following information:
> Date of Sale
> Year, Make, Model and Vin # of the Motor Vehicle
> <u>Signature of both the buyer and seller.</u>

c)   **Donated vehicle** – must provide a letter on the organization's letterhead with the following:
> Date of Donation
> Year, Make, Model and Vin # of the Motor Vehicle
> Signature of person(s) authorized to accept vehicle as a donation

d)   **Transfer of Title** - the seller must provide the Assessor with a copy of the signed title (both sides)

e)   **Trade-in vehicle** – a copy of the purchase agreement identifying the trade-in vehicle

f)   **Stolen, Totaled or Repossessed vehicle** – a statement from the insurance company/agent, on their letterhead, indicating that the vehicle was stolen, totaled or repossessed and **NOT RECOVERED or RECLAIMED**. Vehicle must be described including VIN #. *__Date of loss must be stated__.*
A copy of the police report must also be provided, if applicable.

g)   **Junked vehicle** – a receipt from junkyard. A dated receipt must state year, make, model and ID (VIN) number of vehicle on company letterhead.

Out of State registration only requires proof of residency (EX: a readable copy of driver's license) and a copy of validated registration showing the date the vehicle was registered outside the State of Connecticut

NOTE: <u>ALL INFORMATION MUST BE DATED AND HAVE THE VEHICLE</u>

<u>ID (VIN) NUMBER ON ALL DOCUMENTATION</u>